



Minutes of the Meeting of the Council
Wednesday 20th January 2016 at 7.30 p.m.
Clifford Village Hall

Present: Councillors N Fawcett (Chairman), G. Allan, T. Blackmore, C. Glynn, D. Hill, O Milligan, S. Park, A. Shaw

In Attendance: P Seed (Clerk)
1 PCSO
2 Member of the Public

Apologies for absence None

16/01 Crime Report

The PCSO reported that there had been 2 crimes in December.

16/02 Declarations of Interest & Notifications of changes in the Members' Register of Interest.

There were no declarations & no amendments to the Register.

16/03 Public Participation Session

Residents reported that there was still parking on the pavement on Albion Street. Police have attended but it has not improved. Parking is obstructing access to property. It was suggested that bollards could be put on the pavement. The clerk to ask Leeds City Council Highways Department that consideration be given for bollards to be installed.

16/04 The Minutes of the meeting held on 16th December 2015, previously circulated, were confirmed and signed by the Chairman.

16/05 Chairman's Business.

The chairman thanked fellow councillors for erecting the Christmas tree and he distributed cards to publicise the Wetherby Food Bank.

16/06 Clerk's Report.

Received: a verbal report from the Clerk.

Leeds City Council have given an assurance that any changes to refuse collection days in the Christmas period will be sent out in time for them to be included in the Clifford Outlook. They have also supplied a list of organisations which received information on the changes for 2015.

16/07 Neighbourhood Plan:

Cllr Blackmore reported that there had been a meeting with Leeds City Council officials to go through the responses to the statutory consultation. It was noted that there are issues regarding the designation of green spaces.

16/08 Former Cricket Ground

It was proposed by Cllr Fawcett and seconded by Cllr. Allan that the site should be referred to as Clifford Community Sports Ground. Carried unanimously

16/09 Lead Members & Committee Representatives.

Received: No reports not covered in other agenda items.

16/10 Planning Matters

Received: verbal reports that

- a) Decisions known or received:
 - (i) Outline application for residential development. Rear of 34 High Street - Refused
- b) Planning Applications considered by the Planning Working Group
 - (i) . Single storey rear extension. 3 Lonsdale Meadows – supported
 - (ii) Part two storey, part single storey side/rear extension. Knowle House, Church Street under consideration
 - (iii) Two storey rear extension with habitable rooms above in roof space; underground garage to side/rear with balcony and balustrades over; new pitched roof to existing single storey front/side extension. Demolish existing outbuilding. Victoria House, Bramham Road – under consideration
- c) Cllr Milligan reported that the A4 prints being currently used were not large enough to show the necessary detail. It was agreed that the clerk should purchase an A3 printer.

16/11 Financial Matters

- a) It was noted that the following payments have been received:
 - i) Carol Service charity collection £ 157.05
 - ii) Bond from new tenant of Allotment 28 £ 50.00
- b) The following payments were confirmed to be made by cheque

i) Clerk's salary & expenses	£	388.97
ii) HM Revenue & Customs (Tax on clerk's salary)	£	91.20
iii) N. Fawcett (PA System Remembrance Sunday & Carol Concert Minute 15/15)	£	60.00
iv) Wharfe Valley Garden Maintenance (Grass cutting) <i>Replacement for cheque 1663</i>	£	120.00
v) G. Marston (Hedge cutting & tree pruning Minute 15/192 refers) Basic £350 VAT £70	£	420.00
vi) Stockeld Farms (Christmas Tree) Basic £50.00 VAT £10.00	£	60.00
vii) C. Allen (Website hosting)	£	35.00
viii) MacMillan Cancer Support (Carol Service Collection)	£	157.05
ix) A. Shaw (reimburse for allotment fencing 15/114 refers) Basic £92.67 VAT £18.53	£	111.20
x) RV Roger (Fruit trees Minute 15/95 refers) Basic £212.25 VAT £9.25	£	221.50
xi) D. Bull (Bond refund for Allotment 28)	£	25.00

It was noted that cheque 1664 made out to HAGS-SMP had been stopped & replaced by cheque 1668.

c) The income & expenditure 1 April-31st December 2015 report and bank reconciliations were received.

16/12 Precept & Budget 2016/17

It was noted that the earmarked reserves were being reduced and that the Council had taken on additional assets which would incur new costs.

It was proposed by Cllr Fawcett and seconded by Cllr. Allan that the Precept 2016/17 be set at £22,000 and that the proposed budget be agreed. Carried unanimously

16/13 Clifford Allotment Holders Association

The report was received.

It was proposed by Cllr. Shaw and seconded by Cllr. Fawcett that all the rent income be allocated to the allotments earmarked fund. Carried unanimously.

16/14 St Edwards Wood Wild Flower Planting

It was proposed by Cllr Blackmore and seconded by Cllr. Shaw that seeds be purchased to a value of £250. Carried unanimously.

16/15 Playground Annual Safety Inspection

Deferred until the next meeting.

16/16 Remembrance Service & Carols Around the Christmas Tree

It was agreed that the Remembrance Service would be held on 13 November 2016 and the Carol Service on 15 December 2016.

It was proposed by Cllr Milligan and seconded by Cllr Allan that David Medley provide the p.a. system at a cost of £30 per event. Carried unanimously.

16/17 Queen's 90th Birthday Celebration

Cllr Fawcett reported that a beacon lighting event is being organised nationally on 21st April 2016. It was agreed that the Council would take part with the lighting to be held at Clifford Community Sports Ground.

Cllr. Fawcett proposed and Cllr. Allan seconded that the Council will organise an event to celebrate the Queen's 90th birthday. Carried unanimously.

16/18 Correspondence Update (other than that relating to specific agenda items)

- Clerk Magazine
- Clerk & Councils Direct

16/19 Other reports/Notification of items for next/future meetings

- Noted that any reports/agenda items for the January meeting need to be with the clerk by Tuesday 9th February 2016

There being no further business, the Chairman declared the meeting closed at 8.55 pm

CLIFFORD PARISH COUNCIL INCOME & EXPENDITURE AGAINST BUDGET 2015/16

AS AT 31 DECEMBER 2015

				Budget		Actual		
				Revenue Income	Total Income	Income To Date	% To Date	
INCOME								
	Precept			21,000	21,000	21,000		
	LCPS Grant			783	783	783		
	Footpaths Grant			250	250	250		
	VAT Refund from 2014/15			1,700	1,700	1,687		
	Allotment Rents			800	800	0		
	Allotment Bonds					50		
	Interest			400	400	288		
	Charity Collections			500	500	488		
	Neighbourhood Plan Grant					2,500		Not in Budget
	Former Cricket Club					2,977		Not in Budget
	Miscellaneous			100	100	0		
Total Income			0	25,533	25,533	30,022	118%	
Earmarked Fund Balances (as at 01/04/2013)								
	Clifford in Bloom		998					
	Northways		11,032					
	Dev. Sporting Facilities		0					
	Play area		21,493					
	Parish Repairs & Improvements		12,173					
	Parish Celebrations		827					
	St Edwards Wood Greenspace		16,395					
	Allotment Fund		1,749					
	Neighbourhood Plan Grant		2,550					
	Allotment Bonds		850					
Total Earmarked Funds			68,067					
		Earmarked Funds		Budget		Actual		
EXPENDITURE		Transfer to Fund	Budgeted Expenditure from Fund	Revenue Expenditure	Total Budget Expend.	Expend. To Date	% To Date	Budget remaining
Employees	Clerk's Salary			5,600	5,600	4,562	81%	1,038
Running Costs	Office & expenses			280	280	195		
	Insurance (general)			481	481	600		
	Audit & bank fees			206	206	300		
	Seminars, training etc.			200	200	320		
	Subscriptions			606	606	591		
Total Running Costs				1,773	1,773	2,006	113%	-233
Promotion & Publicity	Outlook Articles & Advert			401	401	389		
	Clifford Directory			381	381	350		
	Website			230	230	35		
Total Promotion & Publicity				1,012	1,012	774	76%	238
Open Space Maintenance	Northways		500	1,000	1,500	503		
	Village Hall & Play area			990	990	1,370		
	Footpaths			575	575	235		
	St Edwards Wood Greenspace		1,435		1,435	0		
	Litter collection			260	260	195		
Total Open Space Maintenance			1,935	2,825	4,760	2,303	48%	2,457
Upkeep of Local Facilities	Allotments			500	500	193		
	Refund of Allotment Bonds					0		
	Play Area	650		1,500	1,500	9,546		
	Village Hall - Loan			5,019	5,019	4,922		
	Cricket Club			1,000	1,000	1,266		
	Clifford In Bloom		200		200	72		
	General Upkeep			100	100	0		
Total Upkeep of Local Facilities		650	200	8,119	8,319	15,999	192%	-7,680
Community Grants	Support for Local Groups			1,000	1,000	0		
	Charitable Donations			500	500	483		
Total Community Grants				1,500	1,500	483	32%	1,017
Neighbourhood Plan	Neighbourhood Plan		2,550	1,000	3,550	2,335	66%	1,215
Parish Celebrations	Remembrance Service			30	30	105		
	Christmas Service			125	125	107		
	Queen's Reign			1,000	1,000	0		
Total Parish Celebrations			827	1,155	1,982	212	11%	1,770
VAT				1,300	1,300	2,679	206%	
TOTAL EXPENDITURE		650	5,512	24,284	30,446	31,353	103%	-907

**INCOME & EXPENDITURE TRANSACTIONS
AS AT 31 DECEMBER 2015**

										BALANCES AT 31/03/15			Current	Santander
													24,402.36	26,693.12
RECEIPTS														
Bank state	Date	From whom	Min No.		Budget Heading	Amount Excl. VAT	VAT	Total	Current	Santander				
302	01/04/15	Leeds City Council (precept)	15/69 a(i)		BACS Precept	21000.00		21,000.00	21,000.00					
302	01/04/15	Leeds City Council (LCPS Grant))	15/69 a(ii)		BACS LCPS Grant	783.00		783.00	783.00					
N/A	01/04/15	Santander Business Bond Interest	15/92 a(i)		Interest	24.41		24.41						
305	28/05/15	VAT Refund 2014-15	15/92 a(ii)		BACS VAT Refund from 2014/15	1686.85		1,686.85	1,686.85					
306	01/06/15	Leeds City Council (Public Paths Partnership)	15/111 a(i)		BACS Footpaths Grant	250.00		250.00	250.00					
307	17/07/15	Cricket Club Trustees Donation	15/126		100517 Former Cricket Club	2976.81		2,976.81	2,976.81					
308	11/08/15	Allotment 24 - Bond	15/152 a(ii)		Transfer Allotment Bonds	50.00		50.00	50.00					
N/A	01/10/15	Santander Business Bond Interest	15/204 a(i)		Interest	263.28		263.28						
311	13/11/15	Remembrance Sunday collection	15/190 a(ii)		100519 Charity Collections	331.04		331.04	331.04					
312	09/12/15	Groundwork UK (Neighbourhood Plan Grant)	15/190 a(iii)		Neighbourhood Plan Grant	2500.00		2,500.00	2,500.00					
312	30/12/15	Carol Service Collection			Transfer Charity Collections	157.05		157.05	157.05					
Running total						30022.44	0.00	30,022.44	29,734.75	0.00				
Management Report (Balancing Check)								30,022.44						
PAYMENTS														
Bank state	Date	Particulars	Min No.	Chq. No.	Budget Heading	Amount	V	Tc	Current	Santander				
304	15/04/15	Clerk's Salary	15/69 b(i)		1605 Clerk's Salary	364.97		364.97	364.97					
304	15/04/15	Coloured Paper	15/69 b(i)		1605 Office & expenses	9.40	1.88	11.28	11.28					
304	15/04/15	HMRC (tax on Clerk's Salary)	15/69 b(ii)		1607 Clerk's Salary	91.20		91.20	91.20					
304	15/04/15	YLCA Sub	15/69 b(iii)		1606 Subscriptions	390.00		390.00	390.00					
304	15/04/15	M. Dobbs (Playground repairs)	15/69 b(iv)		1608 Play Area	550.00		550.00	550.00					
304	15/04/15	P. Airey (wildflower seeds)	15/69 b(v)		1609 Clifford In Bloom	71.97		71.97	71.97					
304	15/04/15	T. Backhouse (Northw ays fence Minute 15/35)	15/69 b(vi)		1610 Northw ays	398.00	79.60	477.60	477.60					
304	15/04/15	Public Loan Works Board (Village Hall Roof)	15/69 (c)		DD Village Hall - Loan	2477.19		2,477.19	2,477.19					
305	20/05/15	Clerk's Salary	15/92 b(i)		1611 Clerk's Salary	364.97		364.97	364.97					
305	20/05/15	HMRC (tax on Clerk's Salary)	15/92 b(ii)		1612 Clerk's Salary	91.20		91.20	91.20					
306	20/05/15	Backhouse Env. Services (Mole Treatment)	15/92 b(iii)		1613 Northw ays	75.00	15.00	90.00	90.00					
305	20/05/15	Sports Turf Services (Grasscutting)	15/92 b(iv)		1614 Village Hall & Play area	110.00	22.00	132.00	132.00					
305	20/05/15	Sports Turf Services (Grasscutting)	15/92 b(iv)		1614 Northw ays	120.00	24.00	144.00	144.00					
305	20/05/15	Sports Turf Services (Grasscutting)	15/92 b(iv)		1614 Cricket Club	140.00	28.00	168.00	168.00					
306	20/05/15	NALC (LCR Magazine)	15/92 b(v)		1616 Subscriptions	17.00		17.00	17.00					
305	20/05/15	N. Fawcett (Padlock & Chain)	15/92 b(vi)		1617 Cricket Club	38.69	7.74	46.43	46.43					
305	20/05/15	Best Print (Clifford Directory)	15/92 b(vii)		1618 Clifford Directory	350.00		350.00	350.00					
305	20/05/15	Came & Co. (Insurance)	15/92 b(viii)		1619 Insurance (general)	914.55		914.55	914.55					
306	20/05/15	CPRE (Membership)	15/92 b(ix)		1620 Subscriptions	36.00		36.00	36.00					
306	20/05/15	R. Davison (Neighbourhood Plan Expenses)	15/92 b(x)		1621 Neighbourhood Plan	28.00		28.00	28.00					
305	20/05/15	HartLaw (Bromet's Legal Expenses)	15/92 b(xi)		1622 Cricket Club	662.00	130.00	792.00	792.00					
306	17/06/15	Clerk's Salary	15/111 b(i)		1615 Clerk's Salary	364.97		364.97	364.97					
306	17/06/15	HMRC (tax on Clerk's Salary)	15/111 b(ii)		1623 Clerk's Salary	91.20		91.20	91.20					
306	17/06/15	Stamps	15/111 b(i)		1615 Office & expenses	13.70		13.70	13.70					
306	17/06/15	P. Walker (Litter Warden Honorarium)	15/111 b(iii)		1624 Litter collection	65.00		65.00	65.00					
306	17/06/15	Clifford Village Hall (Playground Insurance)	15/111 b(iv)		1626 Play Area	210.64		210.64	210.64					
306	17/06/15	Open Spaces Society Subscription	15/111 b(v)		1625 Subscriptions	45.00		45.00	45.00					
306	17/06/15	Alyson Linnegar (NP Drafting)	15/111 b(vi)		1627 Neighbourhood Plan	1000.00		1,000.00	1,000.00					
307	15/07/15	Clerk's Salary	15/129 b(i)		1628 Clerk's Salary	364.97		364.97	364.97					
307	15/07/15	HMRC (tax on Clerk's Salary)	15/129 b(ii)		1629 Clerk's Salary	91.20		91.20	91.20					
308	02/08/15	Fastsigns (Allotment signs)	15/152 b(iii)		1630 Allotments	30.86		30.86	30.86					
308	02/08/15	NSALG (Subscription)	15/152 b(iv)		1631 Allotments	82.60		82.60	82.60					
308	02/08/15	Yorkshire Water (Water Use)	15/152 b(v)		1632 Cricket Club	9.18		9.18	9.18					
308	25/08/15	Clerk's Salary	15/152 b(i)		1633 Clerk's Salary	364.97		364.97	364.97					
308	25/08/15	HMRC (tax on Clerk's Salary)	15/152 b(ii)		1634 Clerk's Salary	91.20		91.20	91.20					
308	25/08/15	Clerk (Laserjet cartridge)	15/152 b(i)		1633 Office & expenses	30.59	6.12	36.71	36.71					
309	25/08/15	Sports Turf Services (Grasscutting)	15/152 b(vi)		1635 Village Hall & Play area	385.00	77.00	462.00	462.00					
309	25/08/15	Sports Turf Services (Grasscutting)	15/152 b(vi)		1635 Northw ays	420.00	84.00	504.00	504.00					
309	25/08/15	Sports Turf Services (Grasscutting)	15/152 b(vi)		1635 Cricket Club	490.00	98.00	588.00	588.00					
308	25/08/15	Hart Law (Land Registry fee)	15/152 b(vii)		1636 Cricket Club	23.00		23.00	23.00					
309	16/09/15	Clerk's Salary	15/152 c(i)		1637 Clerk's Salary	364.77		364.77	364.77					
309	16/09/15	HMRC (tax on Clerk's Salary)	15/152 c(ii)		1638 Clerk's Salary	91.40		91.40	91.40					
309	16/09/15	Clerk (Presentation Vouchers)	15/152 c(i)		1637 Office & expenses	75.00		75.00	75.00					
309	16/09/15	P. Walker (Litter Warden Honorarium)	15/152 c(iii)		1639 Litter collection	65.00		65.00	65.00					
309	16/09/15	Sports Turf Services (Grasscutting)	15/152 c(iv)		1640 Village Hall & Play area	110.00	22.00	132.00	132.00					
309	16/09/15	Sports Turf Services (Grasscutting)	15/152 c(iv)		1640 Northw ays	120.00	24.00	144.00	144.00					
309	16/09/15	Sports Turf Services (Grasscutting)	15/152 c(iv)		1640 Cricket Club	140.00	28.00	168.00	168.00					
309	16/09/15	Information Commissioner (Data Protection Registration)	15/152 c(v)		1641 Office & expenses	35.00		35.00	35.00					
310	16/09/15	Clifford Allotment Holders Assoc. (Strimming)	15/152 c(vii)		1642 Allotments	80.00		80.00	80.00					
309	16/09/15	PKF Littlejohn (External Audit)	15/152 c(vi)		1643 Audit & bank fees	300.00	60.00	360.00	360.00					
310	21/09/15	YLCA (Training Courses)	15/171 a(x)		1644 Seminars, training etc.	320.00		320.00	320.00					
310	21/10/15	Clerk's Salary	15/171 a(i)		1645 Clerk's Salary	364.97		364.97	364.97					
310	21/10/15	HMRC (tax on Clerk's Salary)	15/171 a(ii)		1646 Clerk's Salary	91.20		91.20	91.20					
310	21/10/15	Royal British Legion Poppy Appeal (Wreath)	15/171 a(iii)		1647 Remembrance Service	75.00		75.00	75.00					
310	21/10/15	KJE Garden Services (Footpath strimming)	15/171 a(iv)		1648 Footpaths	220.00		220.00	220.00					
310	21/10/15	Yorkshire Water (former Cricket Ground)	15/171 a(v)		1649 Cricket Club	8.23		8.23	8.23					
310	21/10/15	Wharfe Valley Garden Maintenance (Grass Cutting)	15/171 a(vi)		1650 Northw ays	30.00		30.00	30.00					
310	21/10/15	Wharfe Valley Garden Maintenance (Grass Cutting)	15/171 a(vi)		1650 Footpaths	15.00		15.00	15.00					
310	21/10/15	Wharfe Valley Garden Maintenance (Grass Cutting)	15/171 a(vi)		1650 Village Hall & Play area	120.00		120.00	120.00					
310	21/10/15	Alyson Linnegar (Neighbourhood Plan Drafting)	15/171 a(vii)		1651 Neighbourhood Plan	1000.00		1,000.00	1,000.00					
310	21/10/15	Clifford Outlook (Advert & New s page)	15/171 a(viii)		1652 Outlook Articles & Advert	389.00		389.00	389.00					
311	21/10/15	Sports Turf Services (Grasscutting)	15/171 a(ix)		1653 Northw ays	120.00	24.00	144.00	144.00					
311	21/10/15	Sports Turf Services (Grasscutting)	15/171 a(ix)		1653 Cricket Club	140.00	28.00	168.00	168.00					
311	21/10/15	Sports Turf Services (Grasscutting)	15/171 a(ix)		1653 Village Hall & Play area	55.00	11.00	66.00	66.00					
310	26/10/15	Public Works Loan Board (Village Hall Roof)	15/171 (b)		DD Village Hall - Loan	2444.40		2,444.40	2,444.40					
310	26/10/15	Clifford AFC - Grass cutting	15/190 a(i)		100518 Northw ays	-540.00		(540.00)	(540.00)					
310	26/10/15	Clifford AFC - Grass cutting	15/190 a(i)		100518 Cricket Club	-315.00		(315.00)	(315.00)					

311	18/11/15	Clerk's Salary	15/190 b(i)	1654	Clerk's Salary	364.97		364.97	364.97	
311	18/11/15	HMRC (tax on Clerk's Salary)	15/190 b(ii)	1655	Clerk's Salary	91.20		91.20	91.20	
311	18/11/15	Sports Turf Services (Grasscutting)	15/190 b(iii)	1656	Northw ays	120.00	24.00	144.00	144.00	
311	18/11/15	Sports Turf Services (Grasscutting)	15/190 b(iii)	1656	Cricket Club	140.00	28.00	168.00	168.00	
311	18/11/15	T. Blackmore (reimburse NP expenses)	15/190 b(iv)	1657	Neighbourhood Plan	160.27	19.73	180.00	180.00	
311	18/11/15	Help For Heroes (Rememberance Service Collection)	15/190 b(v)	1658	Charitable Donations	326.04		326.04	326.04	
312	18/11/15	Best Print (NP Leaflets)	15/190 b(vii)	1659	Neighbourhood Plan	140.00		140.00	140.00	
311	18/11/15	Wharfe Valley Garden Services (Grass cutting)	15/190 b(vii)	1660	Village Hall & Play area			CHEQUE DESTROYED - REPLACED BY CHEQUE		
311	19/11/15	NatWest (Safe custody charge)	15/204 g.		DD Office & expenses	25.00		25.00	25.00	
311	30/11/15	Clifford AFC - Grass cutting	15/204 a(i)	100520	Northw ays	-360.00		(360.00)	(360.00)	
311	30/11/15	Clifford AFC - Grass cutting	15/204 a(ii)	100520	Cricket Club	-210.00		(210.00)	(210.00)	
311	30/11/15	Clifford AFC - Insurance for Changing Roomd	15/204 a(ii)	100520	Insurance (general)	-314.44		(314.44)	(314.44)	
312	16/12/15	Clerk's Salary	15/204 b(i)	1661	Clerk's Salary	364.97		364.97	364.97	
312	16/12/15	Stamps	15/204 b(i)	1661	Office & expenses	6.48		6.48	6.48	
312	16/12/15	HMRC (tax on Clerk's Salary)	15/204 b(ii)	1665	Clerk's Salary	91.20		91.20	91.20	
312	16/12/15	P. Walker (Litter Warden Honorarium)	15/204 b(iii)	1662	Litter collection	65.00		65.00	65.00	
	16/12/15	Wharfe Valley Garden Maintenance (Grass Cutting)	15/204 b(iv)	1663	Village Hall & Play area	120.00		120.00	120.00	
	16/12/15	RSS Playmakers (Playground Flooring)	15/204 b(v)	1664	Play Area	8785.40	1,757.08	10,542.48	10,542.48	
312	16/12/15	M. Smart (Mince pies for Carol Service)	15/204 b(vi)	1667	Christmas Service	27.00		27.00	27.00	
	16/12/15	Society of Local Council Clerks (subscription)	15/205	1666	Subscriptions	103.00		103.00	103.00	
	20/01/16	Clerk's Salary			Clerk's Salary	364.97		364.97	364.97	
	20/01/16	Clerk (Land Registry Searches)			Neighbourhood Plan	6.48		6.48	6.48	
	20/01/16	HMRC (tax on Clerk's Salary)			Clerk's Salary	91.20		91.20	91.20	
	20/01/16	G. Marston (Hedge & Trees at Playground)			Village Hall & Play area	350.00	70.00	420.00	420.00	
	20/01/16	Wharfe Valley Garden Maintenance (Replace cheque 1660))			Village Hall & Play area	120.00		120.00	120.00	
	20/01/16	Stockeld Park (Christmas Tree)			Christmas Service	50.00	10.00	60.00	60.00	
	20/01/16	N. Faw cett (Reimburse for PA System)			Remembrance Service	30.00		30.00	30.00	
	20/01/16	N. Faw cett (Reimburse for PA System)			Christmas Service	30.00		30.00	30.00	
	20/01/16	C. Allen (Web Site Hosting)			Website	35.00		35.00	35.00	
		MacMillan Nurses (Carol Service Collection)			Charitable Donations	157.05		157.05	157.05	
		TOTALS				28673.98	2,679.15	31353.13	31353.13	0.00
		Management Report (Balancing Check)						31353.13		
								0.00	Current	Santander
NET BALANCES									22,783.98	26,693.12
									6 mth Bond	12 mth Bon
										26,419.28
									Funds	75,896.38

00223695
00789 0001/0001



Current Account

Date	Details	Withdrawn	Paid in	Balance
2 Oct 2015	BROUGHT FORWARD			37,666.29
7 Oct	Cheque 001642 ✓	80.00		37,586.29
14 Oct	Cheque 001644 ✓	320.00		37,266.29
26 Oct	Credit No.100518 558111 ✓		855.00 ✓	
	Direct Debit GBS RE PBL WRK LOA ✓			
	E07252 ✓	2,444.40		
	Cheque 001646 ✓	91.20		35,585.69
27 Oct	Cheque 001645 ✓	364.97		35,220.72
28 Oct	Cheque 001647 ✓	75.00		
	Cheque 001648 ✓	220.00		
	Cheque 001649 ✓	8.23		
	Cheque 001650 ✓	165.00		
	Cheque 001651 ✓	1,000.00		
	Cheque 001652 ✓	389.00		33,363.49

00200547
00136 0001/0001



Current Account

Date	Details	Withdrawn	Paid in	Balance
2 Nov 2015	BROUGHT FORWARD			33,363.49
5 Nov	Cheque 001653 ✓	378.00		32,985.49
13 Nov	Credit No.100519 558111 13NOV 0933 ✓		331.04	33,316.53
19 Nov	Charges SAFE CUSTODY HOLD ✓	25.00		33,291.53
23 Nov	Cheque 001654 ✓	364.97		
	Cheque 001655 ✓	91.20		
	Cheque 001657 ✓	180.00		32,655.36
24 Nov	Cheque 001660 ✓	240.00		32,415.36
26 Nov	Cheque 001656 ✓	312.00		32,103.36
30 Nov	Credit No.100520 558111 ✓		884.44	
	Cheque 001658 ✓	326.04		32,661.76

01523109
00906 0001/0001



Current Account

Date	Details	Withdrawn	Paid in	Balance
2 Dec 2015	BROUGHT FORWARD			32,661.76
4 Dec	Cheque 001659 ✓	140.00		32,521.76
11 Dec	Automated Credit GROUNDWORK UK ✓		2,500.00	35,021.76
	GWUK ✓			34,930.56
21 Dec	Cheque 001665 ✓	91.20		
22 Dec	Cheque 001661 ✓	371.45 ✓		34,532.11
	Cheque 001667 ✓	27.00		34,467.11
	Cheque 001662 ✓	65.00		
23 Dec				
30 Dec	OnLine Transaction CLIFFORD OUTLOOK FROM OUTLOOK		157.05	34,624.16

CLIFFORD PARSONS

6th JAN 2016

RECEIVED

Date	Statement No:	Statement Date		
06/11/15	310	02/11/15		
Balance as per statement				33,363.49
Balance as per cashbook			32985.49	
Add				
Cheques not cleared at statement date:				
	1653	378.00		
Total			378.00	
Cheques not cashed at statement date				
Total			0.00	
Balance				33,363.49

Date	Statement No:	Statement Date		
07/12/15	311	30/11/15		
Balance as per statement				32,661.76
Balance as per cashbook			32521.76	
Add				
Cheques not cleared at statement date:				
	1659	140.00		
Total			140.00	
Cheques not cashed at statement date				
Total			0.00	
Balance				32,661.76

Date	Statement No:	Statement Date		
06/01/16	312	30/12/15		
Balance as per statement				34,624.16
Balance as per cashbook			23858.68	
Add				
Cheques not cleared at statement date:				
	1663	120.00		
	1654	10,542.48		
	1666	103.00		
Total			10,765.48	
Cheques not cashed at statement date				
Total			0.00	
Balance				34,624.16

Outturn Forecast 2015/16

Income

The positive variance from budget is almost entirely due to the unbudgeted receipt of a donation of £2,977 from the Trustees of the Cricket Club and the expected receipt of an additional grant of £2,500 for the completion of the Neighbourhood Plan.

Expenditure

Expenditure is some £10,000 above budget. This is due to the unbudgeted cost of £10,542 to replace the flooring at the playground. The VAT element, £1,750, will be reclaimed in 2016/17 and some £7,000 has been taken from the earmarked fund. The forecast assumes that the Council will pay £1,200 for the Bramham School speed signs which have been installed.

Financial Position 31/03/2016

The Council will have a general reserve of £10,954 which is 52% of the Precept. This is towards the high end of the recommended range for general reserves.

Budget 2016/17

Notes

1. Estimate. LCC will give provisional figure some time in December 2015.
2. Estimate. LCC gives figure some time April to June 2016.
3. Rents collected by Clifford Allotment Holders Association & held in Council's bank account. PC top slices 15% to cover administrative costs.
4. Clifford AFC pay for pitch grass cutting & maintenance. PC for woodland walk, hedge cutting, moles & benches.
5. Taken from the cheapest quotation in 2016 Tender returns.
6. Taken from the cheapest quotation in 2016 Tender returns.
7. 2015/16 £250 expenditure on fruit trees & wildflower seeds. 2016/17 estimate is taken from the cheapest quotation in 2016 Tender returns.
8. Clifford AFC pay 50% of cost of grass cutting & for any pitch maintenance/improvement.
9. Estimated £500 expenditure 2016/17. Funded from Earmarked fund which is topped up 85% of rents.
10. 2015/16 expenditure includes £8,785 on flooring. 2016/17 transfer from revenue to earmarked fund increased by £2000.
11. This is for the development of the facilities & excludes grass cutting. Expenditure estimate 2016/17 is not based upon a costed development plan.
12. Grant application of £2,500 has been submitted. Assumed that £1,000 of this spent in 2015/16 with the remainder, plus £1,000 from revenue income, spent in 2016/17.

Action Plan 2016/17

- Continue to develop the St Edward's Greenspace as a nature preserve and community orchard. (£450 in budget for development)
- facilitate the use of the former cricket ground by community bodies. (£2,500 in budget)
- Gain the Foundation Award of the Local Council Quality Scheme. (£300 increase in training budget)
- Build up the earmarked reserve for the playground to ensure that the facilities can be maintained and replaced. (£2,000 increase in transfer from revenue to earmarked fund)
- Ensure that the open spaces for which the Council has responsibility are well maintained for use by residents. (£2,600 increase in budget for maintenance)

CLIFFORD PARISH COUNCIL OUTTURN FORECAST 2015/16 & PROPOSED BUDGET 2016-17

		2014/15	2015/16	2015/16	2015/16	2016/17	
INCOME		Actual Income	Budget	To 31/01/16	Est. Outturn	Proposed Budget	
	Precept	21,000	21,000	21,000	21,000	21,000	
	LCPS Grant	930	783	783	783	580	Note 1
	Footpaths Grant	250	250	250	250	250	Note 2
	VAT Refund from Previous Year	1,202	1,700	1,687	1,687	2,800	
	Allotment Rents	838	800	0	800	800	Note 3
	Interest	452	400	288	288	250	
	Charity Collections	422	500	488	411	500	
	Neighbourhood Plan Grant	4,277		2,500	2,500	-	
	Former Cricket Club			2,977	2,977	-	
	Miscellaneous	100	100	0	0	-	
Total Income		29,470	25,533	29,972	30,696	26,180	
	From Earmarked Funds	4,065	4,112	2,624	3,874	1,170	
Total Funds To Spend		33,535	29,645	32,596	34,570	27,350	

		Actual Expend.	Budget	To 31/01/16	Est. Outturn	Revenue Budget	Earmarked Reserves Movement
EXPENDITURE							
Employees	Clerk's Salary	5,485	5,600	4,562	5,474	5,600	
Running Costs	Office & expenses	270	280	195	195	240	
	Insurance (general)	613	481	600	600	618	
	Audit & bank fees	225	206	300	300	309	
	Seminars, training etc.	0	200	320	320	500	
	Subscriptions	588	606	591	591	609	
Total Running Costs		1,696	1,773	2,006	2,006	2,276	
Promotion & Publicity	Outlook Articles & Advert	389	401	389	389	389	
	Clifford Directory	370	381	350	350	361	
	Website	238	230	35	235	230	
Total Promotion & Publicity		997	1,012	774	974	980	
Open Space Maintenance	Northways	2,758	1,000	503	503	-	Note 4
	Village Hall & Play area	757	990	1,370	1,370	2,250	Note 5
	Footpaths	306	575	235	235	1,290	Note 6
	St Edwards Wood Greenspace	1,393	0	0	250	1,000	Note 7
	Cricket Club			525	525	675	Note 8
	Litter collection	260	260	195	260	260	
Total Open Space Maintenance		5,474	2,825	2,828	3,143	5,475	-1,500
Upkeep of Local Facilities	Allotments	3,151	500	193	293	-	Note 9
	Play Area	315	1,500	9,546	9,546	2,650	Note 10
	Village Hall - Loan	5,053	5,019	4,922	4,922	4,791	
	Cricket Club		1,000	741	741	1,500	Note 11
	General Upkeep	53	100	0	0	100	
Total Upkeep of Local Facilities		8,572	8,119	15,402	15,502	9,041	1,830
Community Grants	Support for Local Groups	1,095	1,000	0	0	1,000	
	Charitable Donations	515	500	483	483	500	
Total Community Grants		1,610	1,500	483	483	1,500	
Neighbourhood Plan	Neighbourhood Plan	3,833	1,000	2,188	3,188	1,000	Note 12
Parish Celebrations	Remembrance Service	30	30	105	105	105	
	Christmas Service	66	125	107	125	125	
Total Parish Celebrations		96	155	212	155	230	0
VAT		1,687	1,300	2,599	2,800	1,100	
TOTAL EXPENDITURE		29,450	23,283	31,054	33,725	27,201	-1,170
Income-Expenditure		4,085	1,200	1,542	845	149	

Earmarked Fund Balances	31/03/2015	31/03/2016	31/03/2017
Clifford in Bloom	998	998	998
Northways	11,032	10,529	10,029
Play area	21,493	14,708	17,358
Parish Repairs & Improvements	14,062	12,862	12,862
Parish Celebrations	827	827	827
St Edwards Wood Greenspace	16,395	16,145	15,145
Allotment Fund	1,778	2,215	2,445
Neighbourhood Plan Grant	0	1,500	0
Former Cricket Club		2,977	1,977
Total Earmarked Funds	66,585	62,761	61,641

Speed Signs £1200 from 2014/15

Assumes 85% of rent Plan complete in 2016/17

General Reserve	9,817	10,662	10,811
% of Precept	47%	51%	51%
Total Funds	76,402	73,423	72,452

Recommendation is 33% to 60%

Allotment Bonds	825	825	825
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£50 received, no bonds refunded, £50 transferred to Allotment Fund.

Report from the recent CAHA Committee meeting (6th Jan 2016):

1. Plot 1A (which used to be a car parking area before it was made into an Allotment, hence the unusual numbering) is currently vacant and there is some concern that it may not be possible to re-let it. The plot is heavily shaded to the east by trees which are now very tall and in one place branches actually overhang the plot, despite recent cutting-back by the owners. The previous tenant has moved to a sunnier plot. The trees have grown substantially during the occupancy of the previous tenant and there is now no direct sun on this plot until quite late in the morning.

If would-be tenants decline this plot and it remains vacant, the possibilities currently under consideration for recommendation to Council are a: to return it to a car park, which would involve some outlay on hard core to make the surface firm again; or b: to use it as a store area for manure and/or gravel (for the lane) and/or road planings (for the lane).

2. The land drains in the centre track continue to work well. No allotments have been seen with standing water on the surface, although the water table is only an inch or so below the surface on many plots at the top of the hill; this is a significant improvement on a few years ago. However a spring continues to appear on Plot 8, and the ensuing 'river' runs down the hill through plots 6, 4 and 2. Consideration is being given to how this can be alleviated - perhaps by piping the spring to the drain in the centre track, or by channelling it off Plot 8 onto adjacent land.

3. CAHA Accounts for the 2015 have been prepared and seen by the committee, and will be submitted to the Clerk for approval soon.

4. CAHA has produced a Draft Budget for the 2016/17 year, to assist with parish council budgeting. Members have that document in their packs for this meeting and I am able to answer questions.

Clifford Allotment Holders Association

Draft Budget 2016/17

Maintenance of vacant plots	£100.00
Admin expenses	£75.00
'Private Road' sign	£50.00
Strimming x 3	£240.00
Manure (transport)	£40.00
Fencing Plot 1A	£100.00
Gravel - Muddy Lane	£150.00
Total	£755.0

5. The Association is collecting rents on behalf of the parish council. These are being paid into the CAHA bank account and will be transferred to the parish council account at a time to be agreed with the Responsible Financial Officer. At the moment the inflow of rents is approximately the same as would be expected from previous years' experience.

6. Following from 5 above, I believe that the amount of time that the clerk now spends on Allotments administration is substantially reduced and councillors may wish to consider reducing the proportion taken from the rental income to pay for the clerk's time. Our clerk will no doubt be able to guide on this matter.

Cllr Andy Shaw